

California School Nurses Organization Legislative Advocacy Handbook 2024



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Introduction

As the school health expert, school nurses must advocate at the federal, state, and local level for safe, student-centered care. Unsurpassed by any profession, nurses remain the most trusted profession (Rand, 2024) who must remain diligent in ensuring that policy makers are apprised, informed, and knowledgeable about evidenced-based practices and approaches that foster student well-being. CSNO champions its members to collectively work as a united front to support positive policy development practices. This handbook provides guidance to school nurses as a means to provide legislative insight and build school nurse capacity in advocacy.

Advocacy

A key role of the registered, credentialed school nurse is for client advocacy. A registered nurse shall perform duties consistent with the Nursing Practice Act, including the Standards of Competent Performance, Title 16, Chapter 14, Section 1443.5 of the California Code of Regulations, which states,

(6) Acts as the client's advocate, as circumstances require, by initiating action to improve health care or to change decisions or activities which are against the interests or wishes of the client and by giving the client the opportunity to make informed decisions about health care before it is provided.

The CSNO Vision Statement states that CSNO sets the standard for school nursing and health services, championing the profession's essential role in improving student outcomes.

Additionally, the CSNO Mission Statement, a pillar of our purpose, includes "Advocating for school health services." As a 501 (c) (h) (3) organization, CSNO is able to engage in lobbying activities, but the amount of "lobbying" engaged in is limited. CSNO may participate in direct and grassroots lobbying, however, no 501(c) (h) (3) organization may support or oppose a candidate for public office.

The Lobbying and Advocacy Handbook for Nonprofit Organizations, Second Edition, (Avner, et. al, 2013), states that, "Lobbying is a proven way to advance issues, support good ideas, respond to crises, avert disasters, and ensure that an organization's work is adequately supported. Through lobbying, specific laws and regulations that will further an organization's mission can be identified and pressed for adoption." Lobbying may be done by contacting any member of the legislature, legislative staff or any government employee engaged in the formulation of legislation to persuade them to propose, support, oppose, change, or in any way influence legislation. Activities include face-to-face meetings with legislators and staff, sending letters or postcards to legislators, and presenting testimony on legislation to committees or subcommittees on a specific piece of legislation.

Grassroots lobbying is any attempt to get the public to act on local, state, or federal legislation. These activities may include legislative alerts, letter writing, fax, emails, and telephone calls to encourage the public to contact legislators by identifying legislators on committees and informing the public about how to contact them.

An issue may be of interest to the local community or a statewide issue that impacts your local community. CSNO advocates on a variety of issues related to nursing practice, children's health, and school health services. As CSNO members, we hope you will actively support the GRC work

that we do by becoming involved in the process. This involvement includes local community efforts, where you live and work.

Important strategies and considerations:

1) Develop a relationship with key leaders **before** you need their help. Whether school board, city council or federal and state legislators, it is important to develop a relationship with them before there is a pressing need. Attend school board meetings, focus on one or two members who are approachable, and stay in touch with them. Attend local town meetings or special meetings when a legislator is in town, and is looking for a dialog with voters. Visit or call your legislator's district office to "chat" about school health issues. As a constituent, you are exactly what city council members and legislators look for! They want to work with you. They want your support and your vote! If you have a relationship before an important issue or legislation develops, they are much more likely to listen to you. It also is important to develop a positive relationship with legislative staff. Many times, they are actually more involved in the issue than your representative and are usually easier to approach. They can also smooth the way for a visit.

2) Communicate with your legislator, school board member, or city council member. Legislators maintain offices in the local district and at the Capitol. In addition, setting up meetings in their elected legislative district may be easier and more likely to get a face-to-face meeting with your representative. School board members, city council members, and county board of supervisors reside locally and are usually willing to meet at their district office or local school or at City Hall during regularly scheduled times for meetings.

Other means of contacting your representative include writing letters, sending emails or faxes, and making phone calls.

Invite your legislator and/or their staff member to your local school nurse meetings and/or to visit your school site to observe the health services you provide. Please make sure you notify your administrator and superintendent's office that a local representative may be visiting a school site prior to the visit. Also, if facilitating a meeting, make sure to avoid negative comments. You are attempting to build a relationship and raise awareness.

3) Do your research. Know the pros and cons of the issue. Know the specific measure - the bill number, title, and sponsor(s). When meeting or writing to the policy-maker, remember to personalize the issue by preparing information on how the bill will affect your community or your practice. Try to be as current as you can – current amendments, votes of the legislator, and where the bill is in the process. Review the background, interests, committee assignments, alliances, and voting record of the person you are going to meet. Know the opposition's point of view as well.

4) Educate yourself and use this handbook. The information in this handbook provides information necessary to understand the legislative and budget processes in Sacramento and the necessary tools to become involved. Much of the basic information can be transferred for use in your local community. At times, active advocacy at the local level can be more useful and productive, so never feel it is not worth your time.

It must be stressed that unless you begin to take an interest in advocacy, change that will benefit school nursing, school, and children's health will not occur. Read a few bills, try to thoroughly understand them, ask questions, and become involved in the process. You are a necessary and vital link in this process and we need your involvement to inform and educate legislators and the Governor with your visits and letters.

Take the time to educate parents, community members, staff, school administrators, and school board members on all school health and nursing issues. We need local and grassroots support to help pass legislation important to school nurses and the children of California.

5) Work with the Section GRC Representative/Committee and CSNO Lobbyists.

Having a uniform voice is critical, especially when addressing specific legislative issues. Reach out to your section GRC representative or GRC State Chair to get support. There may be talking points developed, stances taken and it is important to be aware of these positions. CSNO will post legislation that is being followed. Visit the CSNO website and under Advocacy, scroll to Support/Oppose <https://csno.memberclicks.net/support-oppose-bills>

CSNO Government Relations Lobbyist Leadership

The California School Nurses Organization is thrilled to partner with Capitol Advisors <https://capitoladvisors.org/index.html> to serve as our lobbying firm. Capitol Advisors Group is a team of experts in California politics, education policy and finance, legislative strategy, and public affairs. Over the course of our collective careers we have been helping clients, school agencies, professional associations, industry/private sector interests, and non-profit organizations succeed in achieving important outcomes in California. Aside from CSNO Capitol Advisors represents a handful of other educational entities including the California School Counselors Association; Small School Districts Association; and the California School Nutrition Association.

Lobbyists [Lee Angela Reid](#) and Nick Romley support CSNO efforts and work closely with the GRC State Chairperson. The State GRC Chair collectively works with Capitol Advisors and the GRC committee to review proposed legislation and make recommendations to the CSNO State Board for support, oppose or watch positions for CSNO.

Please note, presenting a united front is important when it comes to supporting/opposing legislation. If you maintain a different position on specific pieces of legislation than CSNO, we respect your position. Individuals are prohibited from representing CSNO on legislative items unless they have been given prior authorization from the CSNO State Board President, their designee, the GRC State Chairperson or the CSNO Executive Director.



California School Nurses Organization

Public Policy, Legislative & Regulatory Participation

Position Statement

The California School Nurses Organization strongly encourages credentialed school nurses to be actively involved in public policy that impacts physical and mental school health services, school nursing, health education, student care, access to health care and affiliated issues. Credentialed school nurses need to advocate for access to the highest quality and safe student care in the educational setting. Furthermore, credentialed school nurses must take timely and appropriate action regarding any public policy, legislative or regulatory activity related to school health issues, school nurse role, and school nurse scope of practice in the educational setting. This includes staying apprised of health issues, initiating appropriate correspondence, and addressing individuals, groups, and organizations regarding school health issues, key policies, and regulatory areas that impact school nursing practice and the health and safety of students in the educational setting. CSNO supports the employment of a legislative advocate to facilitate these actions.

RATIONALE

Credentialed school nurses are uniquely qualified to serve as the health expert in the educational setting, especially in preventive health, health assessment, and referral procedures. Credentialed school nurses advocate for the removal of health-related barriers within the educational setting through action in the public policy, legislative, and regulatory processes. Credentialed school nurses and the California School Nurses Organization (CSNO) champion active roles in educating local, state, and federal legislators and policymakers about the improved academic success, increased graduation rates, and positive health outcomes that result from having credentialed school nurses.

Reference:

American Academy of Pediatrics Policy Statement. (2016). AAP Policy Statement Recommends Full Time Nurse in Every School. Retrieved from: <https://www.aap.org/en-us/about-the-aap/aap-press-room/pages/AAP-Policy-Statement-Recommends-Full-Time-Nurse-in-Every-School.aspx>

National Association of School Nurses. (2022). *Student access to school nursing services* [Position Statement]. Author. Retrieved from: <https://www.nasn.org/nasn-resources/professional-practice-documents/position-statements/ps-access-to-services>

Revised 11/99, 10/05, 11/08, 11/11, 11/24
Board of Directors, California School Nurses Organization.

Visiting Your Legislator

State Legislators have offices in and around the State Capitol in Sacramento and back in their home districts. Federal Legislators also have offices in Washington DC and back in their districts. These district offices are located where you go to work and live. If you do not know who your legislator(s) are, please visit:

[Find Your California Representative](#)

[California State Senate](#)

[California State Assembly](#)

Once you identify who your legislator is, you may visit your legislator in Sacramento or back in their home legislative district. If traveling to Sacramento is difficult for you, scheduling an appointment for a home district meeting is a great way to develop a relationship with your legislator. In fact, it can be less hectic and stressful for everyone involved. Once you have met a few times, if you get the opportunity to visit Sacramento, you then will have a relationship with that legislator and the meeting at the capitol will be easier and less overwhelming.

Similarly, you may locate your U.S. Senator and Congressional Representative.

[Find your United States Senator](#)

[Find your House of Representative](#)

Given Washington D.C is considerable distance from California, accessing United States Legislators in their home district office is a more strategic approach. It may be that the respective legislative policy staffer may be available; rather than the Representative. Oftentimes, the staffer will have = more time to listen to your concerns and capture your comments.

1. **Schedule an appointment.** When you call to make an appointment, ask for the legislator's scheduling secretary. If your legislator is unavailable, and that does happen, arrange to meet with the policy staffer handling the issue. The staff person can be just as important to meet with as the legislator. Be sure to let them know ahead of time what the topic will be, if it is in regards to a specific piece of legislation, and how many will attend.
2. **Plan out your agenda.** Be sure to cover key issues on the topic. Are you going by yourself or with others? Your team can be 2-4 people (no more than 4 are recommended because legislative office meeting rooms tend to be small) and each should make a comment. Have materials to leave behind – CSNO brochures or folders with pertinent information. Bring business cards - CSNO or if using your school

district cards, ask for permission to use these cards. It is most optimal to visit Legislators where you are a voting constituent.

3. **During the meeting.** Make key points as succinctly as possible; ask legislators/candidates if they have questions or concerns about school health issues. Don't argue with the legislator/candidate if they attempt to argue, make statements such as, "Yes, but have you thought about/considered it this way? or I see your point but our point is." Offer to be a resource on school health issues.

4. **If meeting on a specific bill** – share your side and ask if they are prepared to take a position at this time. If the response is positive, respond with appropriate, "We appreciate your support." If the response is negative, ask, "What are your specific objections? or "What might it take for your to reconsider?"

5. **Thank them for their time, regardless of the outcome.** Send a thank-you note, restating the outcome of the meeting and whether or not they will support your issue. Restate your views and indicate your hope for a change in position if they don't. Again, indicate your appreciation for their time. Include legislators on communication for "a day with a school nurse" and stay in touch.

Writing/Faxing Letters to Your Legislator

Personal letters can be a useful tool to alert and educate legislators. After a bill has been introduced, letters can be written and FAXed/mailed to the author. Once the bill has been scheduled for a policy committee hearing, letters can be sent to the chair of that committee, as well as members of the committee. A copy could also be sent to your legislator. Letters may be sent via regular mail, fax, or dropped off at the office. The letter should be sent at least one week before the hearing. Letters from the organization or from you personally may be sent to the committee office. Letters in support or opposition will usually show on the analysis and are also shared with the committee members. The analysis is prepared by a committee consultant and provides bill details, which include the who, what, why, and how of the bill and lists those in support or opposition. When writing a letter, it is important to send it on your own behalf and not on the District's/School letterhead or CSNO unless you have permission from an administrator or the CSNO Executive Director and President.

It is also important to check CSNO's position so there is uniformity among school nurses. If you are uncertain, please check the CSNO Website under Advocacy or with your Section's GRC Chair/CSNO State Chairperson.

Please note that keeping your letters professional is the utmost important priority. Negative, threatening, disparaging, and disrespectful letters do great personal and organizational disrepair. Succinctly articulating your position professionally will gain merit.

If you know a specific person in a legislator's office, an email can be sent directly to that individual. The district office is often able to provide email contact information.

To find out the status of bills, please visit:

[California Legislative Information](#)

To find out which legislators serve on a specific Senate or Assembly committees, please visit:

[Senate Committees](#)

[Assembly Committees](#)

The letter writing process needs to be repeated every time the bill moves to a different committee or to the respective Senate or Assembly floor. It is very important that the letter refer to the most recent version of the bill. If your position on the bill changes, because of amendments, it is also very important to let the author and committee members know as well.

When you are writing, faxing or emailing your letter:

- 1. Include the bill number, author, and a brief description of the bill.
- 2. State your issue and background facts.
- 3. State your position and what you want to happen (Support or Oppose).
- 4. Be brief, succinct and professional, but still convey all of your points across.
- 5. Be specific about how the legislation would affect your students, families, community, or your practice.
- 6. Share any expertise and explain your connection to the subject.
- 7. Be positive and do not ask for the impossible.
- 8. Address your letter with proper titles.
- 9. Sign your full name and provide your complete address and telephone number.
- 10. Send a follow up thank you letter to show your appreciation of their time.

When writing letters, it is important to use correct and appropriate titles. Please see the correct salutations below. Please make sure you spell the name of your representative correctly.

Governor
The Honorable *fill in complete name*
Governor, State of California State
Capitol
Sacramento, CA 95814
Dear Governor _____

State Senator
The Honorable *fill in complete name*
The California State Senate
State Capitol Room
Sacramento, CA 94248-0001
Dear Senator _____

**State Assembly
Member** The Honorable *fill
in complete name* The
California State Assembly
State Capitol Room
Sacramento, CA 94249-
0001 Dear Assembly
Member _____

SAMPLE LETTER

Date _____

The Honorable _____
The California State Senate
State Capitol Building, Room _____
Sacramento, CA 95814
Fax # 916- _____

Dear Senator/Assembly Member _____,

RE: AB XXXX (Bill's Author) – SUPPORT

I am writing in support/opposition of bill number and author (e.g. AB XXXX Bil's Author)

If passed, bill number and author will have the following effect: (explain here what you believe will happen. Use examples from your community, your schools, your practice, whatever is appropriate and germane to the bill. Tell why the legislator should support or oppose the bill)

Thank you for taking the time to review my concerns on this issue. I would appreciate knowing your position on this bill.

Sincerely,

Signature

Your name & title
Address
City and zip code
Telephone number

CC:
Vice Chair of Committee
Committee members
Your legislator

Telephone Calls

1. Written communication is preferred over telephone calls. The intent of the message or the message itself can often be lost and not given as intended to your legislator.
2. Phone either the legislator's local district office or capitol office and request to speak with the member or policy staffer (health or education).
3. Give information on the bill number and say why you are calling and tell them when the bill is scheduled for a hearing.
4. To find out when a bill is scheduled to be heard please visit:

<https://www.senate.ca.gov/calendar> or specific committees
<https://www.senate.ca.gov/committees>

<https://www.assembly.ca.gov/schedules-publications/todays-events>

or specific committees <https://www.assembly.ca.gov/committees>

5. When talking with the legislative staff:
 - a. Introduce yourself by sharing your name
 - b. Share that you are a member of CSNO (if appropriate), but only if you share the position of CSNO
 - c. Share that you are a school nurse or member of the health services team
 - d. Share that you are from or work in the member's home district
 - e. Explain your position on the issue, simply and succinctly
6. Ask how the legislator expects to vote and urge the legislator to vote for your position
 - a. If opposed, ask if a meeting is possible to discuss
 - b. If in support, be appreciative
 - c. If undecided, ask for a meeting or is there information you could send
7. If you speak to a staffer or receptionist, be sure to make a note of whom you spoke to. Request that your message be shared with the legislator. Follow-up with a letter stating that you called and you spoke with staff (name) and thank them for meeting with you.

Miscellaneous Do's and Don't of Advocacy

1. Get to know your legislator and be aware of their committee assignments. Set up meetings in the district office on a frequent basis. Know which caucuses they are a part of.
2. If you are dealing with specific legislation, be sure to track the bill, and be aware of where it is in the process. If a bill is introduced in the Assembly or the Senate, it takes time before the bill is heard in the opposite house. Obtaining information on a specific piece of legislation you are following can be obtained from the author's office, web sites, sponsors, and the committee consultant. It is always important to read the legislation as introduced and follow the amendments, if any, as they occur.
3. Get to know the district staffers and develop a relationship with the policy staffer who is responsible for health and education. Keep district staff aware of school health issues and invite them to school health functions.
4. Always try to maintain a cordial relationship with your representative and staff, even if you don't always agree. Do not become hostile or defensive if things don't go your way – know how to lose. It is appropriate to ask why a legislator voted as they did. Focus on the issues and not the person.
5. Don't speak beyond your level of expertise. It is fine to say "I don't know, but will get back to you." Be sure you do follow-up.
6. Remember to say and write thank you notes for meetings and follow-up on any information you promised that is/was pertinent to your conversation.
7. Regardless of the legislator's position on your issue, invite the legislator to a section meeting, or to "a day in the life of a school nurse". Let them see what school nurses are interested in and what they do.

CSNO Government Relations Committee

The Government Relations Committee (GRC) is charged with reading appropriate legislation and through discussion, recommends CSNO's official positions based on CSNO Mission, Vision and Position Statements.

The Chairperson of the GRC is appointed by the CSNO State President and confirmed by the CSNO State Board of Directors. The members of the GRC Committee are from each of the six sections of CSNO. GRC Section Chairs are appointed by the Section Presidents. Each Section is encouraged to have an ad hoc committee, to allow the Chairperson to discuss legislation. This also encourages more participation and allows for training, so that more members are comfortable with both advocacy and CSNO's process, and are willing and interested to move up to the position of chair, when it becomes available. In addition, the CSNO President, CSNO President-elect, and CSNO Immediate Past President are members of the GRC committee. The CSNO Executive Director serves as a consultant to the committee.

Prospective legislation that meets the CSNO Mission, Vision, and priorities is brought before the GRC Committee by the legislative advocate to be reviewed and discussed. This is usually done either by a scheduled telephone, video conference, or by email where further discussion may occur. Following discussion, a committee vote is then taken. Bill positions are determined by a simple majority vote.

Once a position on a bill has been taken, the GRC committee recommendation is communicated to the CSNO President and the Executive Committee. CSNO general membership is made aware of CSNO status through the Bill Status Report document, available on the CSNO website.

Amendments on bills, many times, necessitate further discussion. There are times, when extremely quick action is necessary, and communication between the CSNO President, CSNO's Legislative Advocate, CSNO Executive Director and/or the Chair of the GRC may only occur through individual phone calls and emails.

When letters and phone calls from the membership are needed, the CSNO office communicates this need to all members either by email or via the CSNO E-Newsplash. e-mails, Interested members who have expressed an interest to further be involved may be contacted by either the CSNO office or the GRC Chairperson through separate e-mail communication.

CSNO Legislative Positions on Proposed Legislation

Sponsorship: An idea that CSNO wants to become law. A legislator becomes the author and introduces the bill. As sponsors, we fully support the bill, testify at hearings, attend all meetings relating to the bill, and are active in the grassroots of the issue.

Support: Advocate for passage and signature, write letters of support, testify at hearings, and may activate members to write letters and make phone calls. Engage partner organizations to consider supporting the legislation.

Support, if amend: Suggest amendment or raise issues that either obtain our support or we will become neutral

Watch: Will track bill as it moves through the process as it may impact school nursing

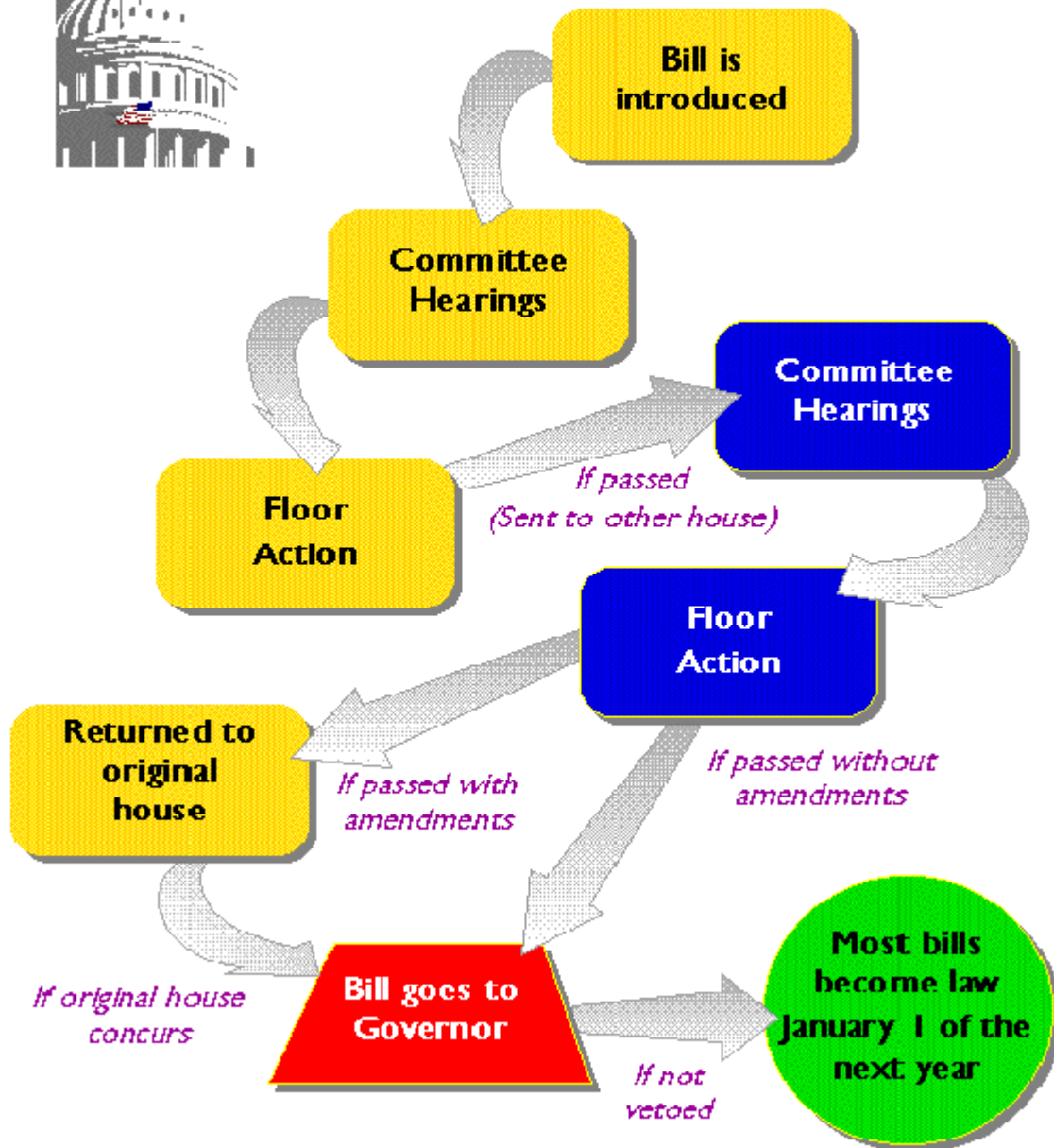
Neutral: CSNO is unable to respond to all bills with limits of time, money and resources no advocacy on the bill, issue may not be pertinent to our issues

Oppose: Advocate to kill the bill or advocate for amendments that remove our opposition, write and testify on issues, may activate grassroots

Oppose unless amend: Unless our amendments or removal of language are accepted, we will oppose



How a Bill Becomes a Law



How to Read A Bill

In order to analyze a legislative bill, it is important to first understand how a bill is constructed. All legislative bills in California follow a structure that is easily reviewed for information.

1. Basic information:

Bills are available to the public in 2 ways:

1. First, you will need to know the House origin of the bill (Assembly-AB or Senate-SB) and the bill's number
2. You may request a copy in person, at the Capitol, in the bill room
3. You may download the bill from the Legislative Counsel website <http://leginfo.legislature.ca.gov/>.
4. Click on [Bill Information](#)
5. The document will download in one of two forms:
 - a. In PDF Format (this looks identical to the actual printed copy of the bill)
 - b. In HTML Format
6. Personal preference and the purpose for which you have searched for the bill will determine which version works best for you. Both versions are similar in the upper portion of the document.

2. The top portion on the front page of the bill includes:

1. The house of origin and sequential number of the bill
2. The author (name of the legislator who is carrying the bill) is shown as the member who "introduced" the bill
3. Any co-authors
4. The date the bill was first introduced
5. The date(s) the bill is amended, with the most recent amended date listed first

Please see page 17 below.



House of Origin

Number of the Bill

Author (Legislator)

Subsequent Amendments

Text	Votes	History	Bill Analysis	Today's Law As Amended	Compare Versions	Status	Comments To Author
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SHARE THIS:  

Date Published: 05/03/2017 09:00 PM

AMENDED IN ASSEMBLY MAY 03, 2017
 AMENDED IN ASSEMBLY APRIL 04, 2017
 AMENDED IN ASSEMBLY MARCH 23, 2017

CALIFORNIA LEGISLATURE— 2017–2018 REGULAR SESSION

ASSEMBLY BILL **No. 882**

Introduced by Assembly Member Arambula

February 16, 2017

An act to add Article 1.5 (commencing with Section 49420) to Chapter 9 of Part 27 of Division 4 of Title 2 of the Education Code, relating to pupil health care

Date of Introduction

3. Reference and analysis information:

1. Next is information that will help you understand what the bill will do, and how it may move through the legislative process. A brief description of the purpose of the bill (e.g. an act to amend a section of the Education Code).

An act to add Article 1.5 (commencing with Section 49420) to Chapter 9 of Part 27 of Division 4 of Title 2 of the Education Code, relating to pupil health care services.

2. The Legislative Counsel’s Digest gives an explanation of what the bill would do and what type of bill it is.

1. It summarizes existing law
2. It tells how the bill will change that provision of existing law
3. It gives you reference information
 - a. What kind of vote is required (majority or two-thirds)
 - b. Whether money is appropriated
 - c. Whether fiscal committee
 - d. Whether it includes a state mandated local program, or is an urgency measure

Please see the example below.

Summarizes Current
Law ▼

Changes to Current Law ▼

Type of vote, money and
mandate ▼

AB 882, as amended, Arambula. Pupil health care services: School Nursing and Pupil Health Care Services Task Force.

Existing law requires the governing board of a school district to give diligent care to the health and physical development of pupils, and authorizes the governing board of a school district to employ properly certified persons for that work. Existing law authorizes a school nurse, subject to approval by the governing board of the school district, to perform various pupil health care services.

This bill would establish the School Nursing and Pupil Health Care Services Task Force consisting of 18 members, appointed as specified. The bill would specify that the main task of the task force shall be to identify model school health care services programs and practices that directly serve pupils that can be used by county offices of education and school districts to provide support and technical assistance to schools within each jurisdiction in order to improve the safety and quality of health care services to pupils. The bill would require the task force to perform specified actions, including, among others, examining health care funding sources, investigating the billing of pupils' health insurance, and recommending standards of school nursing practices. The bill would require the State Department of Education to convene one or more meetings of the task force to complete these requirements and to report the results to the Governor and the Legislature on or before January 1, 2019.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: no

4. The main body of the bill:

1. The actual text of a bill and the only part that becomes law begins with the italicized sentence:

“The people of the State of California do enact as follows:”

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. (a) The Legislature finds and declares both of the following:

(1) The health care needs of pupils are not being adequately met in California's public schools due to a lack of qualified health professionals employed by school districts who have access to local school campuses.

2. Bill content is organized into numbered sections. Each section covers a separate idea or action.

3. Most proposed actions change statutory law in one of three ways:

- a. **Add** a new section or sections to existing codes
- b. **Repeal** an existing code section
- c. **Amend** a particular code section (this the most common action)

4. An action could be to order, direct, or require a particular action or event.

5. Statements of legislative intent, findings, or declarations are the most common ideas proposed.

6. The word “*section*” appears frequently in bills and can be confusing. Sections of the bill are in capital letters and, except for the very first section (SECTION 1), are abbreviated (SEC. 3, etc).

7. When it appears in the body of the text, the word “*section*” (followed by a number) refers to a specific California Code Section. If more than one code section is added, repealed or amended, each is a separate action and has its own SECTION of the bill.

5. Repealed and/or omitted contents appear in strikethrough. Added content appears in italics:

1. If an entire new code section is added, it appears in plain text. Bill SECTIONS to amend a Code Section usually combine italics (language to be added) and strikethrough (language to be omitted), but only the original very first version of a bill will show how current law will be changed. Italics and strikethrough in later amended bills show only the changes from the previous version of the bill.
2. It is important to read and compare the first introductory version of the bill to later amended versions.
3. It is important to read current code that is proposed to be changed. Bills often contain large amounts of existing code and it is easy to get confused and assume that current code is the proposed code, when in-fact it is not. Be very sure that any concerns you have about proposed legislation refer to the actual proposals, not existing law!

6. Origin, intent and purpose:

1. Every bill is introduced for a reason. Some of those reasons may seem very frivolous, and others may seem serious and important. It is important to understand:
 - a. Legislation starts as an idea from somewhere – a concerned citizen, a special interest group (including business, labor and organizations) local or state government agencies, the Governor and even the legislators themselves.
 - b. Most statutory law is designed to regulate behavior - whether something is happening that shouldn't be, or should be restricted; something is NOT happening and it should be; or something must be enabled (like a federal program).
 - c. Finding out who proposed the bill and why can give you a better understanding of the bill.
2. The bill author's office, in Sacramento, can provide specific information about the origins of the bill, including the sponsor and why it was proposed.
3. Many bills begin with legislative intent language and findings and declarations that explain the general good of the bill and reason for its need. These usually become part of the code, but are not directly enforceable. Their main function is advisory and they can be used by courts to interpret the law if a legal challenge arises. Sometimes bills include definitions and responsibility statements that designate an implementer or enforcer.

Tips for Analyzing a Bill

1) Preliminary review:

Get an overall feel for the bill by doing a quick scan. Look for action language and verbs such as "shall," and "may." Look for primary goals of the bill, "who" would be affected by the proposed changes. Then go back and study the bill in more detail.

2) In-depth study:

1. On a separate piece of paper, make some general headings:
 - a. Purpose (what the bill will actually do)
 - b. Policies (Ed Code, Business & Professions Code, etc.)
 - c. Administration (who will oversee – CDE, BRN)
 - d. Financing (is there a cost, and if so, how will it be paid for?)
2. Many bills are written so that the information you need is difficult to pull out. It may be scattered throughout the bill or the bill's language may be very complicated and technical. Provisions may be hidden deep in the bill, and sometimes they can be in opposition to a policy stated in the bill! Other bills are simple, straightforward, and easy to read.
3. The PDF version of bill is helpful because you can jot down both page number and line number, making it easier to go back and find the areas of concern. A highlighter is also helpful.

3) Key issues:

1. Mandates - The most important verb is "shall", which is a mandate. "May" is permissive.
2. Cost/appropriations – How will the action of the bill be funded? Is it a one-time cost? Will it affect local budgets or require state general funds?
3. Additional or follow-up actions – Does it call for regulatory bodies, commissions or task forces or other regulatory action?
4. Who is affected and how? – It is helpful to know
5. Who has sponsored the bill? Who wants the change and who is opposed to it, and what the unintended consequences might be.
6. What would be the result if the bill were NOT enacted?
7. When a bill is heard in its first policy committee, that committee makes available an analysis of the bill. This includes:
 - a. Summary of the bill
 - b. The need for the bill
 - c. Background information (including current law)
 - d. An analysis of what the proposed bill specifically will do
 - e. Staff comments (including other related proposed legislation and concerns)and will also include any groups that have gone on record in support or opposition to the bill.

4. Additional Tips Regarding Bill Analysis:

Official committee analyses can be very helpful in helping an individual or committee to understand a bill. Given some bills are difficult to understand and analyze, some groups are sometimes slow to take a position on a bill. The first policy committee analysis may assist in your understanding of the bill. Since bills are heard in both houses, please recognize your comments or position may be recorded in the second house or when giving testimony at the hearing, rather than when you submit correspondence.

Some bills are introduced but are never moved, while others may have opposition that prevents them from getting the necessary votes to move from their policy or appropriations committee.

Support for a bill too early in the process presents its own set of difficulties if amendments occur that change the focus of the bill or cause you to need to change your position.

Analyses and positions from other groups can also help you to understand a bill. Many organizations have websites that, at the very least, list bills and positions. A few will also offer a brief analysis and reasons for their stated positions.

Bills can be “gutted and amended” at any time during the legislative process. This means that bill language can suddenly change to a focus on a completely different subject.

California's State Budget Timeline: An 8 Step Guide

(1) Governor Submits Proposed Budget in January



(2) Budget Bill Introduced to Legislature



(3) Legislative Analyst's Office (LAO) Prepares Analysis and Overview

(4)

Senate Budget Committee



Senate Subcommittees
Education General Government
Environmental Health



Senate Budget Bill

Assembly Budget Committee



Budget Subcommittees
Education General Gov't Environmental Health



Assembly Budget bill

(5) Governor Submits "May Revise"



(6) Budget Committees Reconciles and Adopts Budget



(7) Legislature Votes on Budget



(8) Governor Signs Budget (must sign 12 days after receipt)

ORGANIZATIONAL ACRONYMS

This is a listing of the organizations, departments, and agencies as well as the respective websites that can be part of legislative advocacy.

Abbreviation	Agency/Organization	Website
AAP	American Academy of Pediatrics	www.aap.org/
AAAAI	American Academy of Allergy, Asthma, and Immunology	www.aaaai.org
AAUW	American Association of University Women	www.aauw.org
ACLU	American Civil Liberties Union	https://acluaction.org/
ACSA	Association of California School Administrators	https://acsa.org/
ADA	American Diabetes Association	https://diabetes.org/
ACSE	Advisory Commission on Special Education	www.cde.ca.gov/sp/se/as/acse.asp
AFT	American Federation of Teachers	www.aft.org
AG	Attorney General	https://oag.ca.gov/
A & I	Audits and Investigations	www.dhcs.ca.gov/individuals/Pages/AuditsInvestigations.aspx
ANA	American Nurses Association	www.nursingworld.org/ana/
ANA/IC	American Nurses Association-California	www.anacalifornia.org/
ASHA	American School Health Association	www.ashaweb.org/
BRN	California Board of Registered Nursing	www.rn.ca.gov/
CAHPERD	California Association for Health, Physical Education, Recreation & Dance	www.cahperd.org/
CAL OSHA	California Occupational Safety and Health Administration	www.dir.ca.gov/dosh/
CALTAX	California Taxpayer Association	https://caltax.org/
CARS+	California Association of Resource Specialist & Special Education Teachers	www.teachcalifornia.org/Partners/Detail/240
CASBO	California Association of Business Officials	/www.casbo.org/
CASC	California Association of School Counselors,	www.schoolcounselor-ca.org/
CASC	California Association of Student Councils	www.casc.net/
CASP	California Association of School Psychologists	https://casponline.org/
CCS	California County Superintendents	https://cacountysupts.org
CDC-DASH	Centers for Disease Control and Prevention - Division of Adolescent & School Health	www.cdc.gov/healthyyouth/index.htm
CDA	California Dental Association	www.cda.org/

CDE	California Department of Education	www.cde.ca.gov/
CDI	California Department of Insurance	www.insurance.ca.gov/
CDPH	California Department of Public Health	www.cdph.ca.gov/
CENA	California Emergency Nurses Association	https://californiaena.org/
CFT	California Federation of Teachers	www.cft.org/
CIC	California Immunization Coalition	www.immunizeca.org/
CMA	California Medical Association	www.cmadoes.org/
CMS	Centers for Medicare & Medical Services	www.cms.gov/
CNA	California Nurses Association	www.nationalnursesunited.org/california-nurses-association
CSBA	California School Boards Association	www.csba.org/
CSBHA	California School Based Health Alliance	www.schoolhealthcenters.org/
CSEA	California School Employee Association	https://csea.com/
CSHA	California Speech-Language-Hearing Association	www.csha.org/
CSPTA or PTA	California State Parent Teachers Association	https://capta.org/
CTA	California Teachers Association	www.cta.org/
CTC	California Commission on Teacher Credentialing	www.ctc.ca.gov/
CYBHI	Children and Youth Behavioral Health Initiative	cybhi.chhs.ca.gov
COSH	Council on School Health (AAP)	
DMHC	California Department of Managed Health Care	www.dmhc.ca.gov/
FARE	Food Allergy Research and Education	www.foodallergy.org/
FEMA	Federal Emergency Management Agency	www.fema.gov/
DHCS	California Department of Health Care Services	www.dhcs.ca.gov/
HCAI	California Department of Health Care Access and Information	https://hcai.ca.gov/
HHS	Department of Health and Human Services	www.hhs.gov/
LEA	Local Education Agency	
LEC	Local Education Consortium	https://www.dhcs.ca.gov/provgovpart/Pages/MpLECsLGAs.aspx
LWV	League of Women Voters	www.lwv.org/
NEA	National Education Association	www.neamb.com/
OES	Office of Emergency Services	www.caloes.ca.gov/

OIG	Office of the Inspector General	www.oig.ca.gov/
PSC	Pupil Services Coalition	
TEROC	Tobacco Education and Research Oversight Committee	https://www.cdph.ca.gov/Programs/CCDPHP/DCDIC/CTCB/Pages/TobaccoEducationAndResearchOversightCommittee.aspx
SBE	State Board of Education	www.cde.ca.gov/be/index.asp

ADDITIONAL LEGISLATIVE ABBREVIATIONS

These are the most commonly used ABBREVIATIONS for legislative terms

AB.....	Assembly Bills
ACA.....	Assembly Constitutional Amendments
ACR.....	Assembly Concurrent Resolutions
AJR.....	Assembly Joint Resolutions
GRP.....	Governor's Reorganization Plan
HR.....	House Resolutions
LAO.....	Legislative Analyst Office
SB.....	Senate Bills
SCA.....	Senate Constitutional Amendments
SCR.....	Senate Concurrent Resolutions
SJR.....	Senate Joint Resolutions
SR.....	Senate Resolutions
1X.....	First Extraordinary Session

HELPFUL WEBSITES FOR LEGISLATIVE INFORMATION

California Bill Information	https://leginfo.legislature.ca.gov/
California School Nurses Organization	http://www.csno.org/
Congress (<i>Federal Legislation</i>)	https://www.congress.gov/members/find-your-member
Find Your California State Legislator	https://findyourrep.legislature.ca.gov/
CA Assembly	https://www.assembly.ca.gov
CA Senate	https://www.senate.ca.gov/
Office of the Governor	https://www.gov.ca.gov/
California Legislative Publications	www.leginfo.ca.gov/legpubs.html
California Legislative Analyst Office	www.lao.ca.gov
California Information Legal Codes	https://leginfo.legislature.ca.gov/faces/codes.xhtml
California Code of Regulations	https://oal.ca.gov/publications/ccr/
Secretary of State	www.sos.ca.gov

GLOSSARY OF LEGISLATIVE TERMS

A

Across the Desk - The official act of introducing a bill or resolution. The measure is given to the Chief Clerk or his or her representative at the Assembly Desk in the Assembly Chamber or to the Secretary of the Senate or his or her representative in the Senate Chamber. The measure then receives a number and becomes a public document available from the bill room (or at www.leginfo.ca.gov). Each proposed amendment to a measure also must be put across the desk in the Assembly or Senate in order to be considered for adoption.

Act - A bill passed by the Legislature and enacted into law.

Adjournment - Termination of a meeting occurs at the close of each legislative day upon the completion of business, with the hour and day of the next meeting being set prior to adjournment.

Adjournment Sine Die - Final adjournment of the Legislature; regular sessions of the Legislature, and any special session not previously adjourned, are adjourned sine die at midnight on November 30 of each even-numbered year.

Adoption - Approval or acceptance; usually applied to amendments, resolutions, or motions.

Amendment - Proposal to change the text of a bill after it has been introduced. Amendments must be submitted to the Legislative Counsel for drafting or approval.

Author's amendments - Amendments proposed by the bill's author. Author's amendments to a bill may be adopted on the floor prior to the committee hearing on the bill with the committee chair's approval.

Hostile amendments - Amendments proposed by another member and opposed by the author in a committee hearing or during Assembly or Senate floor consideration.

Analysis of the Budget Bill - The Legislative Analyst's comprehensive examination of the Governor's budget, available to legislators and the public about six weeks after the Governor submits the budget to the Legislature.

Appropriation - The amount of money made available for expenditure by a specific entity for a specific purpose, from the General Fund or other designated state fund or account.

Appropriations Limit - A limitation in the California Constitution on the maximum amount of tax proceeds that state or local government may appropriate in a fiscal year. The limit is based on 1986-87 fiscal year appropriations, and is adjusted annually.

Approved by the Governor - Signature of the Governor on a bill passed by the Legislature.

Archives - Refers to both location and contents of public records kept by the Secretary of State, including copies of all measures considered at each session, journals, committee reports, and documents of historic value.

Assembly - The house of the California Legislature consisting of 80 members, elected from districts determined on the basis of population. Two Assembly districts are situated within each Senate district.

Author - Member of the Legislature who introduces a legislative measure.

B

BCP (Budget Change Proposal) - A document prepared by a state agency, and submitted to the Department of Finance, to propose and document budget changes to support operations of the agency in the next fiscal year; used in preparing the Governor's budget.

Bicameral - Refers to a legislature consisting of two houses (see Unicameral).

Bill - A proposed law, introduced during a session for consideration by the Legislature, and identified numerically in order of presentation; also, a reference that may include joint and concurrent resolutions and constitutional amendments.

Bill Analysis - A document prepared by committee and/or floor analysis staff prior to hearing the bill in that committee or on the floor of the Assembly or Senate. It explains how a bill would change current law and sometimes identifies major interest groups in support or opposition.

Blue Pencil - The California Constitution grants the Governor "line item veto" authority to reduce or eliminate any item of appropriation in any bill including the Budget Bill. Years ago the Governor used an editor's blue pencil for the task.

Bond Bill (general obligation bonds) - A bill authorizing the sale of state general obligation bonds to finance specified projects or activities. Subsequent to enactment, the voters must approve a general obligation bond bill.

Budget - Proposed expenditure of state moneys for the next fiscal year presented by the Governor in January of each year for consideration by the Legislature; compiled by the Department of Finance, in conjunction with state agency and department heads.

Budget Act - The Budget Bill after it has been enacted into law.

Budget Bill - The bill setting forth the spending proposal for the next fiscal year, containing the budget submitted to the Legislature by the Governor.

Budget Year - The fiscal year addressed by a proposed budget, beginning July 1 and ending June 30.

C

COLA - Cost-of-living adjustment.

Call of the House - On motion from the floor to place a call of the house, the presiding officer directs the Sergeant-at-Arms to lock the chambers and bring in the absent Members (by arrest, if necessary) to vote on a measure under consideration. Action is not taken on an item under call until the call is lifted, at which time it must be immediately voted on.

Call the Absentees - Order by the presiding officer directing the reading clerk to call the names of Members who have not responded to the roll call.

Capital Outlay - Generally, expenditures to acquire or construct real property.

Casting Vote - The deciding vote the Lieutenant Governor may cast in the case of a tie vote in the Senate.

Caucus - (1) A closed meeting of legislators of one's own party. (2) Any group of legislators who coalesce formally because of their common interest in specific issues.

Chair - The current presiding officer, usually in the context of a committee hearing.

Chamber - The Assembly or Senate location where floor sessions are held.

Chapter - When a bill has been passed by the Legislature and enacted into law, the Secretary of State assigns the bill a "chapter number" such as "Chapter 123, Statutes of 1992," which is subsequently used to refer to the measure in place of the bill number.

Chapter Out - When, during a calendar year, two or more bills amend the same section of law and more than one of those bills becomes law, the bill enacted last (and therefore given a higher chapter number) becomes law and prevails over the bill or bills previously enacted (see Double Joint).

Check-in Session - Certain weekdays when legislators do not meet in formal legislative sessions, they are required to "check in" with the Chief Clerk of the Assembly or Secretary of the Senate. Mondays and Thursdays are ordinarily floor session days. Check-in days are typically Tuesdays and Wednesdays.

Chief Clerk - An Assembly employee elected by Assembly Members at the beginning of every two-year session to serve as principal parliamentarian and record keeper of the Assembly. Responsible for all Assembly daily and weekly publications.

Coauthor - A member of either house whose name is added to a bill as a coauthor by amending the bill, usually indicating support for the proposal.

Codes - Bound volumes of law organized by subject matter. The code sections to be added, amended, or repealed by a bill are identified in the title of the bill.

Committee of the Whole - The Assembly or Senate meeting as a committee for the purpose of receiving information.

Companion Bill - An identical bill introduced in the other house. This procedure is far more common in Congress than in the California Legislature.

Concurrence - The approval by the house of origin of a bill as amended in the other house. If the author is unwilling to move the bill as amended by the other house, the author requests "non-concurrence" in the bill and asks for the formation of a conference committee.

Concurrent Resolution - A measure introduced in one house that, if approved, must be sent to the other house for approval. The Governor's signature is not required. These measures usually involve the internal business of the Legislature.

Conferees - Members of a conference committee.

Conference Committee - Usually composed of three legislators (two voting in the majority on the disputed issue, one voting in the minority) from each house, a conference committee meets in public session to forge one version of a bill when the house of origin has refused to concur in amendments to the bill adopted by the other house. For the bill to pass, both Assembly and Senate must approve the conference committee version. The Speaker chooses assembly conferees; the Senate Committee on Rules chooses Senate conferees.

Confirm - The process whereby one or both houses approve the Governor's appointments to executive offices, departments, boards, and commissions.

Consent Calendar - File containing non-controversial bills, which are passed unanimously.

Constituent - A person who resides within the district represented by a legislator.

Constitutional Amendment - A resolution proposing a change to the California Constitution. It may be presented by the Legislature or by initiative, and is adopted upon voter approval at a statewide election.

Consultant - Ordinarily, a professional staff person who works for a legislative committee.

Contingent Effect - Section in a bill indicating that it is to become operative only upon the enactment of another measure (to be distinguished from double jointing).

Contingent Funds - The funds from which moneys are appropriated by the respective houses for their operating expenses.

Convene - To assemble a meeting. Each house of the Legislature usually convenes twice a week.

D

Daily File - Publication produced by each house for each day the house is in session. The publication provides information about bills to be considered at upcoming committee hearings and bills that are eligible for consideration during the next scheduled floor session. Pursuant to Joint Rule 62(a), any bill to be heard in committee must be noticed in the Daily File for four days, including weekend days. The Daily File also contains useful information about committee assignments and the legislative calendar.

Daily History - Produced by the Assembly and Senate respectively the day after each house has met. The History lists specific actions taken on legislation. Each measure acted upon in that house the previous day is listed in numerical order.

Daily Journal - Produced by the Assembly and Senate respectively the day after a floor session. Contains roll call votes on bills heard in policy committees and bills considered on the floor, and other official action taken by the body. Any official messages from the Governor are also included. A Member may seek approval to publish a letter in the Journal on a specific legislative matter. At the end of a legislative session, the Journals are bound.

Desk - The long desk in front of the presiding officer's rostrum where much of the clerical work of the body is conducted. Also, a generic term for the staff and offices of the Secretary of the Senate and the Chief Clerk of the Assembly.

Desk Is Clear - Statement by the presiding officer that there is no further business before the house.

Digest - Prepared by the Legislative Counsel, it summarizes the effect of a proposed bill on current law. It appears on the first page of the printed bill.

District - The area of the state represented by a legislator. Each district is determined by population and is designated by a number. There are 40 Senate districts and 80 Assembly districts.

District Bill - A bill that generally affects only the district of the Member of the Legislature who introduced the bill.

Do Pass - Motion that, if adopted by a committee, moves a bill to the floor or to the next committee.

Do Pass As Amended - Committee motion that a bill be passed with the recommendation that the floor adopt specified amendments.

Double Joint - Amendments to a bill providing that the amended bill does not override the provisions of another bill, where both bills propose to amend the same section of law (see Chapter Out).

Double Refer - Legislation recommended for referral to two policy committees for hearing rather than one. Both committees must approve the measure to keep it moving in the process. Typically used for sensitive subject areas that transcend the jurisdiction of one policy committee. The Assembly and Senate Committees on Rules make Bill referrals for their respective houses.

Dropped - Author has decided not to pursue the passage of the bill.

E

Enacting Clause - The following phrase at the beginning of the text of each bill: "The people of the State of California do enact as follows."

Enrollment - Whenever a bill passes both houses of the Legislature, it is ordered enrolled. In enrollment, the bill is again proofread for accuracy and then delivered to the Governor. The "enrolled bill" contains the complete text of the bill with the dates of passage certified by the Secretary of the Senate and the Chief Clerk of the Assembly. A resolution, when enrolled, is filed directly with the Secretary of State.

Ex Officio - (literally: out of or because of one's office) The act of holding one office by reason of holding another. For example, the Lieutenant Governor is, ex officio, a member of the Regents of the University of California.

Executive Session - A committee meeting restricted to committee members and specifically invited persons.

Expunge - A motion by which an action taken in a floor session is deleted from the Daily Journal (for example, "Expunge the record").

Extraordinary Session - A special legislative session called by the Governor by proclamation to address only those issues specified in the proclamation; also referred to as a special session. Measures introduced in these sessions are numbered chronologically with a lower case "x" after the number (for example, AB 28x).

F

File Number - The number assigned to a measure in the Assembly or Senate Daily File. The file number changes each day as bills move on or off the Daily File. File numbers are assigned to measures on second and third reading; in conference; unfinished business (a bill amended in the other house and awaiting concurrence in amended form); and Governor's appointments. Legislation is taken up on the Assembly or Senate floor in chronological order according to file number. Items considered on the floor are ordinarily referred to by file number.

Final History - The publication printed at the end of every session showing the final disposition of all measures.

Finance Letter - Revisions to the Budget Bill proposed by the Department of Finance and addressed to appropriate committee chairs in the Assembly and Senate.

First Reading - Each bill introduced must be read three times before final passage. The first reading of a bill occurs when it is introduced.

Fiscal Bill - Generally, a measure that contains an appropriation of funds or requires a state agency to incur additional expense. The Legislative Counsel's designation of whether a bill is a fiscal bill appears at

the end of the Digest found in the printed bill. The Assembly and Senate Appropriations Committees must hear fiscal bills in addition to the policy committees in each house.

Fiscal Committee - The Appropriations Committee in the Assembly and the Appropriations Committee in the Senate, to which policy committee refers each fiscal bill upon approval. If the fiscal committee approves a bill, it then moves to the floor.

Fiscal Deadline - The date on the legislative calendar by which all bills with fiscal effect must have been taken up in a policy committee and referred to a fiscal committee. Any fiscal bill missing the deadline is considered "dead" unless it receives a rule waiver allowing further consideration.

Fiscal Year - e 12-month period on which the state budget is planned, beginning July 1 and ending June 30 of the following year. The federal fiscal year begins October 1 and ends September 30 of the following year.

Floor - (1) The Assembly or Senate Chamber.

(2) The term used to describe the location of a bill or the type of session, connoting action to be taken by the house. Matters may be said to be "on the floor."

Floor Manager -The legislator responsible for taking up a measure on the floor. This is always the bill's author in the house of origin, and a Member of the other house designated by the author when the other house considers the bill. The name of the floor manager in the other house appears in parentheses after the author's name in the second or third reading section of the Daily File.

Floor Pass - A visitor may not observe the Assembly or Senate from the rear of the chamber without a floor pass. Assembly passes are issued by the Speaker's office; Senate passes are issued by the President pro Tempore's office. Passes are not required for the viewing area in the gallery above the chambers.

Foreign Amendments - Amendments not drafted by the Office of Legislative Counsel.

Four-Day File Notice - As set forth in Joint Rule 62(a), the requirement that each bill in the first committee of reference be noticed in the Daily File for four days prior to the committee hearing at which it will be considered. At a second or subsequent committee of reference, a notice of only two days is required.

G

Germaneness - Referring to the legislative rule requirement that an amendment to a bill be relevant to the subject matter of the bill as introduced. The Legislative Counsel may be asked to opine on germaneness, but the matter is subject to final determination by the full Assembly, or the Senate Committee on Rules.

Governor's Budget - The spending plan submitted by the Governor in January for the next fiscal year (see Budget).

Grandfathering - When a preexisting situation is exempted from the requirements of a new law.

H

Handbook - The 3" x 5-3/4" hardbound edition of "California Legislature" published for each two-year legislative session. Contains indexed versions of the Assembly, Senate, and Joint Rules; biographies of members; and other useful information. Published by the Chief Clerk of the Assembly and Secretary of the Senate.

Hearing - A committee meeting convened for the purpose of gathering information on a subject or considering specific legislative measures.

Held in Committee - Status of a bill that fails to receive sufficient affirmative votes to pass out of committee.

Hijack - Adoption of amendments that delete the contents of a bill and insert provisions on a different subject (see Germaneness). May occur with or without the author's permission.

House - In California, refers to either the Senate or the Assembly.

I

Inactive File - The portion of the Daily File containing legislation that is ready for floor consideration, but, for a variety of reasons, is dead or dormant. If this happens during the first year of a 2-year session, it automatically becomes a 2-year bill. An author may move a bill to the inactive file, and move it off the inactive file at a later date. During the final weeks of the legislative session, measures may be moved there by the leadership as a method of encouraging authors to take up their bills promptly.

Initiative - A legislative proposal to change statutory law or the California Constitution, submitted directly by members of the public rather than by the Legislature, and requiring voter approval at a statewide election. To qualify for a statewide ballot, a statutory initiative must receive signatures equal to 5 percent, and a constitutional amendment initiative must receive signatures equal to 8 percent, of the votes for all candidates for Governor at the last gubernatorial election.

Inquiry System - A database containing bill analyses, bill status, bill text, votes, and other useful information for bill tracking and research by legislative employees in Sacramento and district offices. The system is maintained by the Legislative Data Center, which is a part of the Office of Legislative Counsel.

Interim - The period of time between the end of a legislative year and the beginning of the next legislative year. The legislative year ends on August 31 in even-numbered years and in mid-September in odd-numbered years.

Interim Study - The assignment of the subject matter of a bill to the appropriate committee for study during the period the Legislature is not in session.

J

Joint Committee - A committee composed of equal numbers of Assembly Members and Senators.

Joint Resolution - A resolution expressing the Legislature's opinion about a matter within the jurisdiction of the federal government, which is forwarded to Congress for its information. Requires the approval of both Assembly and Senate but does not require signature of the Governor.

Joint Session - The Assembly and Senate meeting together, usually in the Assembly Chamber. The purpose ordinarily is to receive special information such as the Governor's State of the State address.

L

Laws - The rules adopted by formal governmental action that govern our lives in various respects.

Lay On The Table - A motion to temporarily postpone consideration of a matter before a committee or the house, such that the matter may later be brought up for consideration by a motion to "take from the table."

Legislative Advocate - An individual (commonly known as a lobbyist) engaged to present to legislators the views of a group or organization. The law requires formal registration with the Secretary of State if an individual's lobbying activity exceeds 25 contacts with decision makers in a two-month period.

Legislative Analyst - The Legislative Analyst, who is a legislative appointee, and his or her staff provide thorough, nonpartisan analysis of the budget submitted by the Governor; also analyze the fiscal impact of other legislation and prepare analyses of ballot measures published in the state ballot pamphlet.

Legislative Counsel - The Legislative Counsel (who is appointed jointly by both houses) and his or her legal staff are responsible for, among other things, drafting all bills and amendments, preparing the Digest for each bill, providing legal opinions, and representing the Legislature in legal proceedings.

Legislative Data Center - Department of the Office of Legislative Counsel that maintains the Inquiry System, operates the database under which legislation is drafted and conveyed to the Office of State Publishing to be printed and otherwise provides technological support to the Legislature.

Lieutenant Governor - The President of the Senate, as so designated by the California Constitution, allowing him or her to preside over the Senate and cast a vote only in the event of a tie. If the Governor cannot assume his or her duties or is absent from the state, the Lieutenant Governor assumes that office for the remainder of the term or during the absence.

Line Item Veto - See Blue Pencil.

Lobbyist - See Legislative Advocate

Lobbyist Book - The Directory of Lobbyists, Lobbying Firms, and Lobbyist Employers published every legislative session by the Secretary of State; available to the public for \$12.00 from the Legislative Bill Room at the State Capitol, or from the Secretary of State's office at www.ss.ca.gov/prd/ld/cover.htm. Photos and addresses of lobbyists are included with a list of the clients each represents. Employers of lobbyists are also listed alphabetically.

Lower House - The Assembly

M

Majority Floor Leader - Assembly Member who is an issues and political strategist for the Assembly's majority party, second in command to the Assembly Speaker. Elected by the members of the Assembly's majority party.

Majority Leader - Senator who is an issues and political strategist for the Senate's majority party, second in command to the Senate President pro Tempore. Elected by the members of the Senate's majority party.

Majority Vote - A vote of more than half of the legislative body considering a measure. Constituted by 41 votes in the Assembly, and by 21 votes in the Senate.

Majority Whip - One of the members of the majority party's leadership team in the Assembly or Senate; responsible for monitoring legislation and securing votes for legislation on the floor.

Mason's Manual - The reference manual that governs matters of parliamentary procedure that are not covered by the Legislature's own written rules.

May Revision - Occurring in early May, the updated estimate of revenues and expenditures that replaces the estimates contained in the Governor's budget submitted in January.

Measure - A bill, resolution, or constitutional amendment that is considered by the Legislature.

Minority Floor Leader - The highest-ranking minority party post in each house; chief policy and political strategist for the minority party.

Minority Whip - One of the members of the minority party's leadership team in the Assembly or Senate; responsible for monitoring legislation and securing votes for legislation on the floor.

Minutes - An accurate record of the proceedings (see Daily Journal).

Motion - A formal proposal for action made by a legislator during a committee hearing or floor session.

N

Non-fiscal Bill - A measure not having specified financial impact on the state and, therefore, not required to be heard in an Assembly or Senate fiscal committee as it moves through the legislative process. Non-fiscal bills are subject to different legislative calendar deadlines than fiscal bills.

O

Officers - Those Members and employees of the Legislature who are elected by the membership of each house at the beginning of each session to perform specific functions on behalf of the house. Assembly officers include the Speaker, Speaker pro Tempore, Chief Clerk, and Sergeant-at-Arms. Senate officers include the President pro Tempore, Secretary of the Senate, and Sergeant-at-Arms.

On Call - A roll call vote in a committee or an Assembly or Senate floor session that has occurred but has not yet been concluded or formally announced. Members may continue to vote or change their votes as long as a measure remains "on call." Calls are usually placed at the request of a bill's author in an effort to gain votes. Calls can be lifted by request any time during the committee hearing or floor session, but cannot be carried over into the next legislative day.

On File - A bill on the second or third reading file of the Assembly or Senate Daily File.

Out of Order - A parliamentary ruling by the presiding officer of a committee or the house that a matter is not, at that time, appropriate for consideration by the body.

Override - Enactment of a bill despite the Governor's veto, by a vote of two thirds of the members of each house (27 votes in the Senate and 54 votes in the Assembly).

P

Parliamentary Inquiry - A procedural question posed by a legislator during a committee hearing or floor session. A member must be recognized for this purpose and the question answered by the committee chair or presiding officer.

Pass on File - A bill is taken up during a floor session by its author or floor manager according to its order in the Assembly or Senate Daily File. An author may choose to "pass on file," thus temporarily giving up his or her opportunity to take up a measure on the floor.

Passage - Adoption of a measure by the Assembly or the Senate.

Per Diem - (literally: per day) Daily living expense payment made to legislators when a house is in session.

Petition - A formal request submitted to the Legislature by an individual or group of individuals.

Point of Order - A request that the presiding officer remedy a breach of order or of the rules.

Point of Personal Privilege - Assertion by a Member that his or her rights, reputation, or conduct have been impugned entitles the Member to repudiate the allegations.

Postpone - A motion to delay action on a matter before the house.

President of the Senate - See Lieutenant Governor.

President Pro Tempore of the Senate - (literally: for the time) Highest-ranking member of the Senate; also chairs the Senate Committee on Rules. Elected by Senators at the beginning of each two-year session.

Presiding - Managing the proceedings during a floor session. In the Assembly, the presiding officer can be the Speaker, Speaker pro Tempore, or any other Assembly Member appointed by the Speaker. In the Senate, the presiding officer can be the President, President pro Tempore, or any other Senator appointed by the President pro Tempore.

Press Conference - A presentation of information to a group of reporters. Press conferences are frequently held in Room 1190 of the Capitol, the Governor's pressroom, which is available to Members on a reservation basis (445-4571).

Previous Question - If a Member seeks to cut off all further debate on a measure, he or she may call the previous question to seek to compel the body to vote immediately on the issue.

Principal Coauthor - A Member who is so designated on a bill or other measure, indicating that the Member is a primary supporter of the measure.

Privilege of the Floor - Permission given, by the presiding officer, to view the proceedings from the floor of the Chamber, rather than from the gallery. Members request that permission on behalf of constituents or other guests.

Put Over - A motion to delay action on a measure until a future date.

Q

Quorum - A simple majority of the membership of a committee or the Assembly or Senate; the minimum number of legislators needed to begin conducting official business. The absence of a quorum is grounds for immediate adjournment of a committee hearing or floor session.

Quorum Call - Transmitting the message that members are needed to establish a quorum so that proceedings may begin.

R

Reading - Presentation of a bill before the house by reading its number, author, and title. A bill is on either first, second, or third reading until it is passed by both houses.

Reapportionment - Revising the allocation of congressional seats based on census results. Also used to refer to redistricting (the revision of legislative district boundaries) to reflect census results.

Recess - (1) An official pause in a committee hearing or floor session that halts the proceedings for a period of time but does not have the finality of adjournment.

(2) A break of more than four days in the regular session schedule such as the "Easter recess."

Reconsideration - A motion giving the opportunity to take another vote on a matter previously decided in a committee hearing or floor session.

Referendum - The method, used by members of the public, by which a measure adopted by the Legislature may be submitted to the electorate for a vote. A referendum petition must be signed by electors equal in number to 5 percent of the votes for all candidates for Governor at the last gubernatorial election.

Rescind - A motion to revoke an action previously taken.

Resolution - See Concurrent Resolution and Joint Resolution

Roll Call - Recording the vote of each member of a committee or of the full Assembly or Senate. Committee roll calls are conducted by the committee secretary, who calls each member's name in alphabetical order with the name of the chair called last. Assembly roll calls are conducted electronically, with each Member pushing a button from his or her assigned seat. The Reading Clerk, who reads each Senator's name in alphabetical order, conducts senate roll calls.

Rule Waiver - Exemption to the Assembly, Senate, or Joint Rules, for which formal permission must be granted.

Rules - Principles formally adopted to govern the operation of either or both houses. These include Standing Rules of the Assembly, Standing Rules of the Senate, and Joint Rules of the Senate and Assembly.

S

Second Reading - Each bill introduced must be read three times before final passage. Second reading occurs after a bill has been reported to the floor from committee.

Second Reading File - The portion of the Daily File that lists measures that have been reported out of committee and are ready for consideration on the floor. Measures stay on the second reading file for one day before moving to the third reading portion of the File.

Secretary of the Senate - A Senate employee serving as principal parliamentarian and record keeper for the Senate, elected by Senators at the beginning of each two-year session. The Senate Secretary and his or her staff are responsible for publishing the Senate daily and weekly publications.

Section - Ordinarily, a portion of the California Codes or other statutory law; alternatively, a portion of the text of a bill. The text of code sections is set forth in bills as proposed to be amended, repealed, or added.

Senate - The house of the California Legislature consisting of 40 members elected from districts apportioned on the basis of population, one-half of whom are elected or re-elected every two years for four-year terms.

Sergeant-At-Arms - Employee responsible for maintaining order and providing security for the Legislature. The Members of that house elect the Chief Sergeant-at-Arms in each house at the beginning of every legislative session.

Session - The period during which the Legislature meets. The Legislature may meet in either regular or special (extraordinary) session.

Short Committee - A hearing of a committee attended by less than a quorum of the members of the committee.

Sine Die - See Adjournment Sine Die.

Speaker - The presiding officer of the Assembly, elected by the membership of the Assembly at the beginning of the two-year session. This is the highest-ranking Member of the Assembly.

Speaker Pro Tempore - Member, appointed to this office by the Speaker, who presides over a floor session of the Assembly at the request of the Speaker.

Special Order of Business - Occasionally a bill is of such importance that advance notice is given as to when the Assembly or Senate will consider it. Notice is given during a floor session by requesting unanimous consent to set the bill as a special order of business on a specific date and time. This assures adequate time for debate and allows all Members the opportunity to be present.

Special Session - See Extraordinary Session

Sponsor - The Member of the Legislature, private individual, or group who develops a measure and advocates its passage.

Spot Bill - A bill that proposes non-substantive amendments to a code section in a particular subject; introduced to assure that a bill will be available, subsequent to the deadline to introduce bills, for revision by amendments that are germane to the subject of the bill.

State Auditor - Head of the Bureau of State Audits, which conducts financial and performance audits of the state and local government agencies at the request of the Joint Legislative Audit Committee.

State Mandate - State legislative enactment or administrative regulation that mandates a new program or higher level of service on the part of a local government, the costs of which are required by the California Constitution to be reimbursed.

Statutes - Enacted bills, which are chaptered by the Secretary of State in the order in which they become law.

Stop the Clock - The term used to describe the process of continuing legislative business after the passage of a deadline imposed by legislative rule.

Subcommittee - A subgroup of a full committee, appointed to perform work on one or more functions of the committee.

Summary Digests - Digests of each bill enacted in a two-year session, as prepared and compiled by the Legislative Counsel. The measures are listed by chapter number, reflecting the order in which they were signed into law.

Suspend the Constitution - A motion to waive requirements that the California Constitution imposes, but permits to be waived in a specified manner. A motion to suspend requires an extraordinary vote.

T

Table - See Lay on the Table.

Tax Levy - Any bill that imposes, repeals, or materially alters a state tax. The Legislative Counsel indicates in the title and Digest of the bill whether the bill is a tax levy.

Third House - Collective reference to lobbyists (see Legislative Advocates).

Third Reading - Each bill introduced must be read three times before final passage. Third reading occurs when the measure is about to be taken up on the floor of either house for final passage.

Third Reading Analysis - A summary of a measure that is ready for floor consideration. Describes most recent amendments and contains information regarding how Members voted on the measure when it was heard in committee. Senate floor analyses also list support or opposition by interest groups and government agencies.

Third Reading File - That portion of the Daily File listing the bills that are ready to be taken up for final passage.

Title - The material on the first page of a bill that identifies the provisions of law affected by the bill and the subject matter of the bill.

Trailer Bill - A bill that makes a change in statute to reflect the actions taken in the Budget Bill.

Two-Thirds Vote - In the Assembly, 54; in the Senate, 27. Required, for example, for urgency measures and most measures making appropriations from the General Fund.

Two-Year Bill - A bill that did not pass out of its first house before the deadline and will be acted on in the next year of the two-year session

U

Unanimous Consent -The consent of all of those Members present, ordinarily presumed to exist in the absence of objection.

Unfinished Business -That portion of the Daily File that contains measures awaiting Senate or Assembly concurrence in amendments adopted by the other house. Also contains measures vetoed by the Governor for a 60-day period after the veto.

Unicameral - A legislature consisting of one house (Nebraska has the only unicameral state legislature).

Upper House - The Senate.

Urgency Measure - A bill affecting the public peace, health, or safety, containing an urgency clause, and requiring a two-thirds vote for passage. An urgency bill becomes effective immediately upon enactment.

Urgency Clause - Section of a bill stating that the bill will take effect immediately upon enactment. A vote on the urgency clause, requiring a two-thirds vote in each house, must precede a vote on the bill.

V

Veto - The Governor's formal rejection of a measure passed by the Legislature. The Governor may also exercise a line item veto, whereby the amount of an appropriation is reduced or eliminated, while the rest of the bill is approved (see Blue Pencil). A veto may be overridden by a two-thirds vote in each house.

Voice Vote - A vote that requires only an oral "aye" or "no," with no official count taken. The presiding officer determines whether the "ayes" or "noes" carry.

W

Whip - A party member charged with monitoring Floor activity of caucus members.

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Business, Professions and Economic Development
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